



DEMOLITION PERMIT PROCESS

LICENSES & INSPECTIONS - CITY OF HARTFORD

Step 1 Submit the following materials to Licenses and Inspections office (L & I):

- ☐ Intent to Demolish application
- ☐ Copy of current tax bill
- ☐ Copy of proof of ownership (current tax bill can be used)

Waiver of 90-day waiting period – reduction to 30 days

Applicant can file to reduce the 90-day waiting period to 30 days.

- L & I mails request to community listing.
- Written report from Building Inspector is required.
- L & I approval is required to apply for demolition permit.

Step 2 Review by L & I Director – If approved, L & I will:

Place legal notices in the Hartford Courant at 30, 60 and 90-day intervals. Applicant is responsible for covering legal advertising costs (about \$125 per listing.)

Step 3 Owners of residential properties must meet the requirements of Rehousing Assistance program and obtain a compliance letter.

Step 4 Apply for Demolition Permit – submit the following:

- ☐ Building permit Application for Demolition
- ☐ Site Plan
- ☐ Fees – \$25.00 per \$1000 of estimated demolition costs, including labor and materials.

Step 5 Applicant must submit the following prior to L& I issuing a demolition permit:

- ☐ Utility shut off notices – verification needed for no utilities present (electrical, gas, water, phone and cable).
- ☐ Licensing and Insurance Certificate – Contractor must be licensed in the state of Connecticut.
- ☐ Dumpsite letter – authorization to dump the demolition debris at a site licensed by state DEP.
- ☐ Rodent control approval.
- ☐ Rehousing Assistance program compliance letter – if applicable (see Step 3, above).
- ☐ Asbestos Removal - if applicable, contact Hartford Health Dept for requirements at 543-8815.

Step 6 L & I issues demolition permit within 30 days, if all requirements are met.

For unsafe buildings contact building inspector to determine if structure is imminent danger and eligible for emergency demolition.

No procedures required for buildings having less than 500 square feet gross floor space; demolition permit is still required.

LICENSES AND INSPECTIONS DIVISION

Hours: 8:30 am to 4:30 pm
Monday through Friday

Location: 260 Constitution
Plaza, 1st Floor

CONTACT INFORMATION:

Building code/ inspector
(860) 757-9200
TDD only – 722-8333

Zoning
(860) 757-9238: 757-9239

Housing code
(860) 757-9210

Housing Division
(860) 757-9005

Planning Division
(860) 757-9040

Health Department
Asbestos Removal Inquiries
(860) 543-8815

Additional requirements
apply to historic structures
or properties in historic
districts. (Contact Planning
Division)

Revised: December 2004